



MONTANA STATE PRISON HEALTH SERVICES OPERATIONAL PROCEDURE

Procedure No.: MSP HS C-07.0	Subject: MEDICAL STAFFING PLAN
Reference: NCCHC Standard P-C-07, 2014	Page 1 of 2 and no attachments
Effective Date: November 1, 2010	Revised: June 1, 2017
Signature / Title: /s/ Cindy Hiner / Health Services Manager	
Signature / Title: /s/ Tristan Kohut, D.O. / Medical Director	

I. PURPOSE

To ensure sufficient number of health care staff of varying types (medical, dental, and mental health) are available to provide the inmates at MSP adequate and timely evaluation and health care treatment consistent with nationally accepted standards of care.

II. DEFINITION

Daily Assignment sheet - daily scheduling of staff to individual posts or assignments.

Position - a job filled by a specific staff member which has tasks that can usually be deferred until the staff member is available.

Post - a job defined by its location, time, and duties that can be filled interchangeably by different staff members.

Staffing Plan - a detailed schedule on which classifications of staff are assigned to posts or positions for the health care unit. Full-time equivalent (FTE) staff coverage required, lists current incumbents and vacancies, and addresses how full coverage will be accomplished if all positions are not filled.

Staffing Schedule – a monthly schedule indicating FTE coverage for nursing staff and clinician coverage.

III. PROCEDURE

A. General requirements

1. A staffing plan will be developed by the health care management team to address required health care coverage:
 - a. there must be sufficient staff to ensure there is no unreasonable delay in patients receiving necessary care;
 - b. each post will be broken down into assignments and allocated an FTE equivalency; and
 - c. each physician/mid-level post will be allocated an FTE. The expected daily patient load should not exceed 30 patients, and should include sufficient time for administrative duties.
2. Monthly staffing schedule will be completed no later than the third week of the preceding month:
 - a. nursing and administrative support staff will be included on a combined schedule; and
 - b. physician/mid-level coverage will be posted on a separate schedule, which will be developed and maintained by the designated in-house appointment scheduler.
3. Daily assignments to “posts” will be completed daily, and are subject to change at a moment’s notice dependent upon unexpected staffing shortages i.e. call-offs:
 - a. assignment sheets will include only nursing and certified Correctional Health Service Technician staff members; and

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b. daily assignment sheets will be completed by the nursing management team.

4. Coverage of shortages to staffing needs:

- a. overtime will be posted according to union contract for permanent/full-time staff; and
- b. contract agency nursing staff will be given opportunity to fill shortages only when overtime cannot be filled internally.

IV. CLOSING

Questions concerning this operational procedure will be directed to the Health Services Manager.

V. ATTACHMENT none